ANTELOPE VALLEY COLLEGE

STRATEGIC PLANNING & BUDGET COUNCIL MINUTES	WEDNESDAY, MAR. 11, 2026 2:30 PM – 4:00 PM SSV236

TYPE OF MEETING: SPC & BC Meeting
NOTE TAKERS: Megan Aceves
PLEASE REVIEW/ BRING: Agenda, Minutes, and Supporting Documents

Strategic Planning and Budget Committee Members:

Hal Huntsman (Co-Chair) (Proxy: Linda Parker) ☐	Rebecca Farley (Co-Chair) ☒	Shami Brar ☒	Kathryn Mitchell ☒
Idania Padron ☒	Lauren Elan-Helsper (Proxy: Linda Beam) ☒	Jill Zimmerman ☒	James Nasipak ☒
Dianne Knippel ☐	Pamela Ford ☒	Kent Moser (proxy Kent Burgdorfer) ☒	Windy Franklin-Martinez ☒
Jenell Paul ☒	Sarah Schneider ☒	Kevin North ☒	Veronica Sirotzki ☐
Noe Flores ☒	Michael Carey ☐	Linda Parker ☐	Marissa Latuno ☐
Rod Schilling ☐	Cephus Landreth ☐	Marvin Guzman ☐	Daniel Conner/Sal Haum ☐
Maria Groth ☒			

Guests:

Vacant
Academic Affairs (CMSA); Director, IR (CMSA) Faculty Union; Academic Senate: CTE/Vocational Faculty
Classified: Academic Affairs; Classified: ITS

Ex-Officio
Jennifer Zellet (Superintendent/President)

AGENDA ITEMS	PERSON(S) RESPONSIBLE	ISSUES DISCUSSED /ACTION ITEMS
INFORMATION/DISCUSSION ITEMS:		
I. Approval of SPC Minutes for Meetings on September 3, 2025, October 8, 2025 and November 12, 2025, Dec. 3, 2025, February 11, 2026, & February 25, 2026	All	Jill made a motion and seconded by Sarah to approve the minutes from September 3, 2026 when quorum was reached. During discussion, corrections on spelling of names occurred. Motion passed and minutes were approved.

Jill made motions to approve the minutes for October 8, 2025, November 12, 2025, December 3, 2025, February 11, 2026, and February 25, 2026. Idana seconded the motion. During discussion, Shami stated these minutes were all informational and proceeded as discussions only due to the lack of quorum. No vote was passed to approve. It was asked that the notetaker, Megan to revise the minutes accordingly and update the website. |
| II. Opening Comments from Co-Chairs | Linda and Rebecca | Rebecca welcomed the committee and announced that Linda would be unable to join today as she is out at a conference. |
| III. Celebrate AVC Day | All | Pamela asked why this item was on today's agenda as it should be brought to Calendar Committee. Rebecca shared that it is to provide information to this group.

Celebrate AVC is the annual summit that is set to occur in two months |

			with a focus on showcasing strategic priorities and equity initiatives.
			- Summit structure and logistics confirmed - The event will be held during the regular workday to avoid scheduling conflicts. - Poster boards for presentations will be available next week in the T300 area for participants. - Activities include a poster gallery walk, presentations in Cedar Hall, data sharing, and refreshments. - Feedback from previous years shaped the centralized location and timing to enhance participation and reduce attrition. - Event purpose emphasized as a celebration and learning opportunity - The summit provides a platform to recognize achievements across different areas. - It encourages conversations about strategic progress and campus equity efforts. - The format includes informal engagement followed by formal presentations and discussions. - The event aims to foster camaraderie and highlight key institutional achievements.
IV.	Potential Legislative Updates/ Extra Funding	Shami	Shami shared that the college has received about $150,000 from the Student Support Block Grant, part of an expected $600,000 total allocation. Additional funding also came in for the DREAMERS Liaison program. These are one-time funds mainly intended to support student services beyond basic needs. Fiscal and program leads will work together to manage and track the spending. It was noted that current program reviews don't always capture emerging needs, such as support for students who have already completed more than 60 units. Since initiatives usually need to appear in program review to qualify for funding, the short notice of this grant made it difficult to include requests in the November cycle. Using program review to document needs was still recommended to maintain accountability and support accreditation. Rather than forming a task force to decide how to spend the initial $150,000, leadership will send out a memo with spending guidelines and invite departments to submit ideas and requests. The Promise program was mentioned as one area seeing increased workload after legislation reduced the full-time requirement from 12 units to 9, which may influence funding priorities. Discussions will continue as the college works to balance immediate needs with ongoing commitments. The group also reviewed how funding flows to the college under the state's Student Centered Funding Formula. Money generated through auxiliary or foundation activities is handled separately from district funds. For example, any commercial ventures or student patents would need to be managed through those channels rather than through district accounts. Overall, the district's financial reserves remain stable, though the state funding outlook is tightening.
V.	SPBC Subcommittees	~~Linda;~~ All	Rebecca wrote out the subcommittees on the whiteboard, Facilities, Human Resources, Finance, Communications, Educational Master Plan and Budget Subcommittee. The committee reviewed the role of its subcommittees and how they

		support implementation of the Educational Master Plan and other institutional priorities. While the Finance and Budget groups were discussed as possible candidates for merging, they will remain separate for now since their responsibilities differ. Members of the main committee will help lead the subcommittees and invite participation from across campus to bring in broader expertise. The goal is to clarify roles and strengthen coordination across governance groups. Shami brought up clarifying the responsibilities and terms for this committee and subcommittee and used budget committee as an example. The Budget subcommittee focuses on reviewing annual budget requests and planning, while the Finance subcommittee handles fiscal oversight, including audits and financial operations. Membership is generally tied to committee roles and terms, but there is no strict limit on how long someone can serve. Some groups, such as HR or Facilities, may form temporarily for specific projects and then disband once their work is finished. The committee agreed to continue following the structure outlined in AP 2510 while staying open to future adjustments. **Review of membership lists and participation** Current membership rosters for Budget Committee and HR Subgroup were shared so the group could see who is serving on each subcommittee. Several members expressed interest in joining more than one group, including Budget, Facilities, and Communications. It was also noted that the Legislative and Communications committees now share leadership to streamline their work. It was proposed and agreed that updated membership lists will be circulated so members can confirm participation and others across campus can join if interested.
VI. Review of Guiding Plans timelines.	All	Rebecca discussed early preparations for the college's midterm accreditation review scheduled for fall 2027. Work will include gathering evidence and evaluating progress on the institution's Quality Focus Essays (QFEs). The timeline allows about a year for collaboration across campus and for collecting supporting data. Rebecca also shared that one of the QFEs focuses on shifting program review to the CourseDog platform. The system is expected to bring curriculum, assessment, and program review into one place, helping reduce duplicate data entry. Alex is currently customizing the platform to match the college's existing forms and processes. Because of delays tied to the system transition, full implementation is now expected in fall 2027. Progress on the project will be documented as part of the midterm review.
VII. Non-agendized items discussions.	All	The committee asked to have a standing item on the goals of this committee at the top of each agenda. Jill shared that a new platform called TDH is being explored to help coordinate student support services across programs. The system would allow staff to see, in real time, what resources a student has already received. For example, if a student has already been provided a laptop through one program, other programs would be able to see that and avoid duplicating the same resource, allowing support to be distributed to more students.

		The tool could also help track participation across programs such as Fresh Success, CalWORKs, EOPS, and others, giving a clearer picture of how resources are being shared and where additional support may be needed. The college has already contacted the vendor, and the contract process is expected to move forward through the district. If approved, implementation planning would take place over the summer, with the goal of launching the system in the fall. The platform is already used at several community colleges and would allow programs across campus to access the same information through a shared interface.

Upcoming Meetings:

March 25, 2026 | SSV 236 | 2:30p.m.-4:00pm   April 22, 2026 | SSV 236 | 2:30p.m.-4:00pm
May 13, 2026 | SSV 236 | 2:30p.m.-4:00pm   May 27, 2026 | SSV 236 | 2:30p.m.-4:00pm